Officer and Enlisted Evaluation Reporting Systems

1. REFERENCES:

   a. AR 623-105, Officer Evaluation Reporting System, dated 1 April 1998
   b. DA Pam 623-105, The Officer Evaluation Reporting System "In Brief", dated 1 October 1997
   c. AR 623-205, Noncommissioned Officer Evaluation Reporting System, dated 15 May 2002
   d. AR 25-400-2, Modern Army Records Keeping System (MARKS) – ARIMS
   e. MILPER Msg 00-031, Officer Evaluation Reporting System (DA Form 67-9, Completing of Part VIIb)
   e. Local Guidance

2. PURPOSE: To outline the **basic standard** operating procedures for both Officer and Enlisted Evaluation Reports within the Korean peninsula. This SOP provides standard procedures used to ensure timely and accurate evaluations are forwarded to Human Resource Command (HRC), Alexandria, Virginia and HRC Indianapolis, Indiana. Personnel Service Detachments (PSD) have the responsibility of referring to the regulation for rules and steps at each operating task outside the SOP. This SOP **is not** all-inclusive.

3. RESPONSIBILITIES: All evaluations are due to the PSD No later than (NLT) 30 days after the thru date of the last evaluation report. OERs will be processed at HRC, Alexandria NLT 90 days from the thru date. NCOERs will be processed at HRC, Indianapolis NLT 60 days from the thru date. The evaluation section will provide the PSD Chief with a monthly list of evaluation reports processed, a list of late reports to the PSD, list of late reports to HRC, reports due to the PSD, and annual or returned reports not received from the units by suspense dates. The Evaluations Section will run monthly queries to identify and manage pending reports and suspense this data to units for action monthly.

4. OFFICER EVALUATION REPORTS (OER):

   a. PSBs have the option of creating a TOPMIS II query (Figures 1-1 thru 1-5) or pulling Annual OER list via the Interactive Web Response System (IWRS) (Figure 1-6 thru 1-7) created monthly for the most accurate evaluation information. The query will be sorted by evaluation end date and DEROS and exported into Excel to create an OER Suspense Roster (Figure 2). The Suspense Roster will be used to identify officers who will require an Annual or PCS OER. A list of OERs due will be created monthly and forwarded to each servicing S1.

   b. All completed reports will have a Transmittal Record, (DA Form 200), (Figure 3) attached to the OER. DA Form 200 will be signed and kept on file for at least one year. Reports will be reviewed for administrative accuracy using the most recent Officer

Record Brief (ORB). DA Form 200 and a copy of the OER will be filed by thru date month) in alphabetical order.

c. Once the report is processed through the PSD Evaluation Section, update the the status on the suspense roster and establish a suspense date 15 days from the date processed. Evaluation Clerk will check the Officer Interactive Web Response System (IWRS) (https://isdrad15.hoffman.army.mil/iwrs/) (Figure 4) to verify if the report was processed. When the OER is processed, annotate the date received on the spreadsheet. If HRC has not received the OER within 75 days from the thru date of the report, immediately advise the S-1 Adjutant and obtain confirmation of the date the report was mailed to HRC. Submit a "True Copy" of the report to HRC if necessary.

d. The following outlines various categories of OER management:

(1) Correct reports: Once the report is reviewed and no deficiencies are found in accordance with (IAW) AR 623-105, the evaluation clerk will update the OER suspense roster. The evaluations clerk will initial and date block "n" of (DA Form 67-9) (Figure 5). A copy of the OER will be maintained in the PSD files and the unit will be notified that the OER is ready for pickup. All reports will be processed within three working days of receipt. If any completed report has not been picked up after two working days, the evaluation clerk will notify the section NCOIC or PSD Chief. PSD will contact the unit S1 to ensure OERs are picked up by the unit immediately. Ensure the date the OER was picked up by the unit is annotated on the suspense roster.

(2) Incorrect reports: The report will be returned to the unit immediately when corrections are required. The OER will be returned with a memorandum indicating the errors on the report. A suspense of five working days will be established. The report will be logged in the OER suspense roster as being returned to the unit with the suspense date of return.

(3) Clearing Officers: The original OER must have been processed by the PSD and a copy retained on file in order to clear officers. If the officer does not have a copy of the report, a copy of the report will be provided and clearing papers will be signed in the appropriate block. IAW 8th United States Army Policy Letter #26 (Figure 6), officers must take a completed and signed OER to the final outprocessing appointment at the PSD. Officers assigned to 2nd Infantry Division (2ID) can outprocess without an OER on a case-by-case basis when approved by the 509th PSD Commander or Division G-1.

5. ENLISTED EVALUATIONS:

a. For the most accurate evaluation information, the Evaluation Tracking Accuracy (ETA) 920 or 921 report (Figure 7-1 and 7-2) will be downloaded monthly and exported to an Excel spreadsheet. The query will be sorted by evaluation end date and will be used to identify NCOs who will require an Annual evaluation report. A monthly suspense roster of NCOERs due by month will be created from the Excel spreadsheet and forwarded to each unit S1.

b. Completed reports received by the PSD will have a (DA Form 200) attached to the NCOER. DA Form 200 will be signed and kept on file for at least one year. The report will be reviewed for administrative accuracy using the most recent Enlisted Record Brief (ERB) and ETA 920 report and sent via mail and digital sender. A digital sender transmittal cover sheet

(Figure 8) along with a DA Form 200 and a copy of the NCOER will be filed by thru month in alphabetical order.

    c. The evaluation clerk will update the NCOER suspense log and the Digital Sender tracking log. The IWRS website at https://www.erec.army.mil/wrs/Personnel_Data_Snapshot.htm (Figure 9) will be checked on a daily basis after the 5th day the NCOER was digitally sent to HRC. If the IWRS website does not show report being processed within five days of the thru date of the report, immediately resubmit the report to HRC by digital sender and annotate the spreadsheet with the resubmission date in the remarks section.

    d. The following outlines various categories of NCOER management.
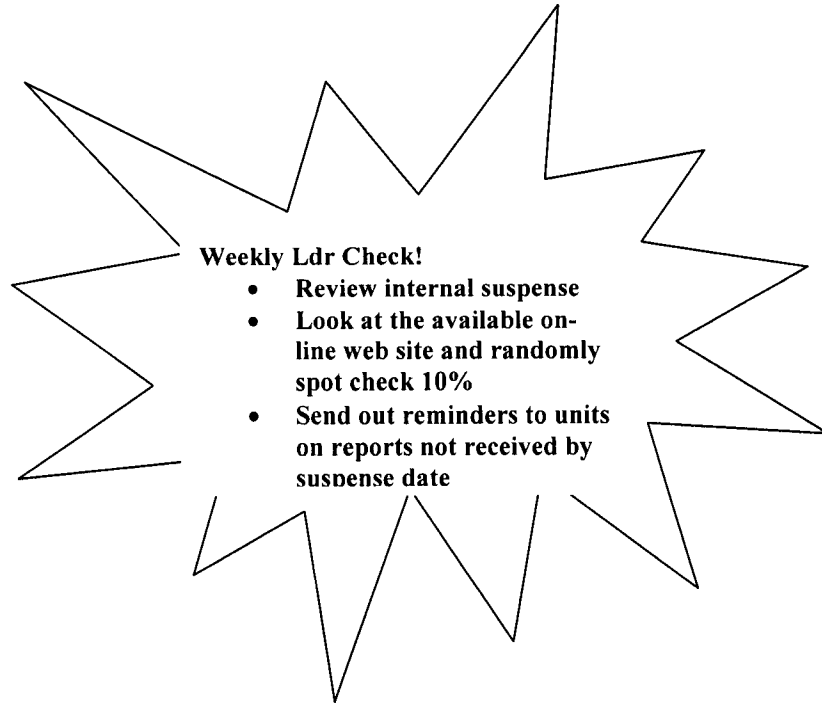
        (1) Correct reports: Once the report is reviewed and no deficiencies are found, update the NCOER Suspense Roster. The evaluations clerk will initial and date block "m" of DA Form 2166-8 (Figure 10). When the report is reviewed and verified to be correct, NCOER will be sent via mail and digital sender. In addition, two copies of the processed report will be made. One copy will be maintained in the PSD files and the other copy will be sent to the soldier's unit. Unit will be notified that a copy of the NCOER is ready for pickup. All reports will be processed within three working days of receipt. If completed report has not been picked up after two working days, the evaluation clerk will notify the section NCOIC or PSD Chief. PSD will contact S-1 to ensure NCOERs are picked up by the unit immediately. Ensure the date the NCOER was picked up by the unit is annotated on the suspense roster.
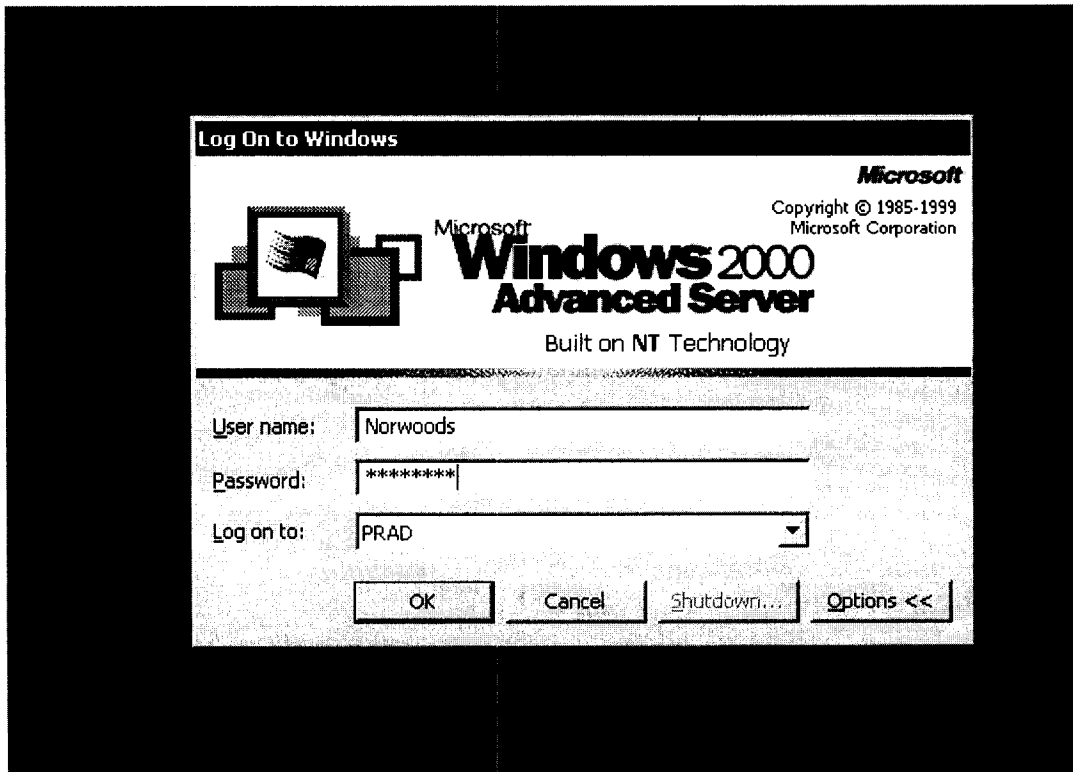
        (2) Incorrect reports: The rating chain will be notified via email and will have five days to make required corrections or submit required information.

        (3) Clearing NCOs: The original NCOER must have been processed by the PSD and a copy retained on file in order to clear NCOs. If the NCO does not have a copy of the report, a copy will be provided and the clearing papers will be signed in the appropriate block. IAW 8th United States Army Policy Letter #26, NCOs must take a completed and signed NCOER to the final outprocessing appointment at the PSD. NCOs assigned to 2ID can outprocess without a NCOER on a case-by-case basis when approved by the 509th PSB Commander or Division G-1.

    e. The ETA 920/921 Reports can be viewed online at (https://www.erec.army.mil/NCO-ER_Statistical_Reports/AKO_Login.htm) (Figure 11). To view the reports, access on-line must be requested. The approval process takes approximately 24 hours and requires your AKO user ID and password. Monthly PSD NCOER statistical reports are also available at this link.

6. It is imperative that PSDs review all evaluations for accuracy prior to submission to HRC or EREC. Step by step instructions on minimum areas that will be reviewed by the evaluation clerks are attached. See Figures (12-1-1 thru 12-3) for OERs and (Figures 13-1 thru 13-3) for NCOERs.

Weekly Ldr Check!
- **Review internal suspense**
- **Look at the available on-line web site and randomly spot check 10%**
- **Send out reminders to units on reports not received by suspense date**

Step 1: Log into TOPMIS II with your User name and Password; Click OK

Step 2: Type in User ID and Password and Click OK again

Figure 1-1

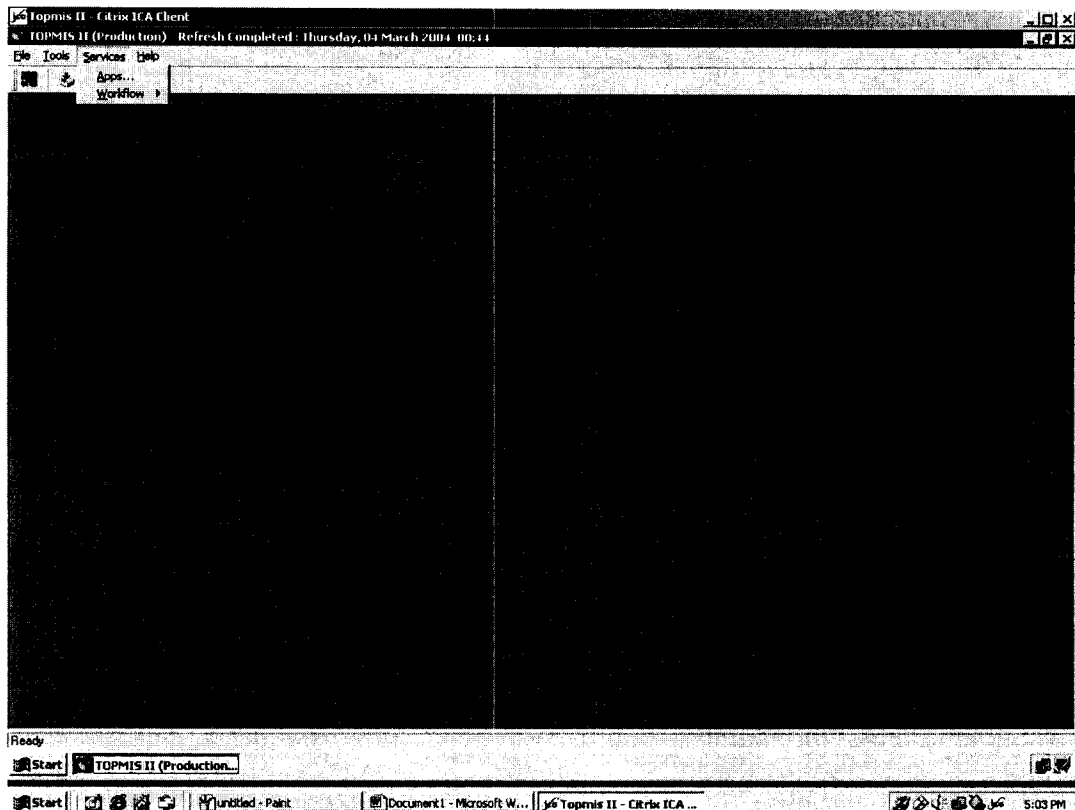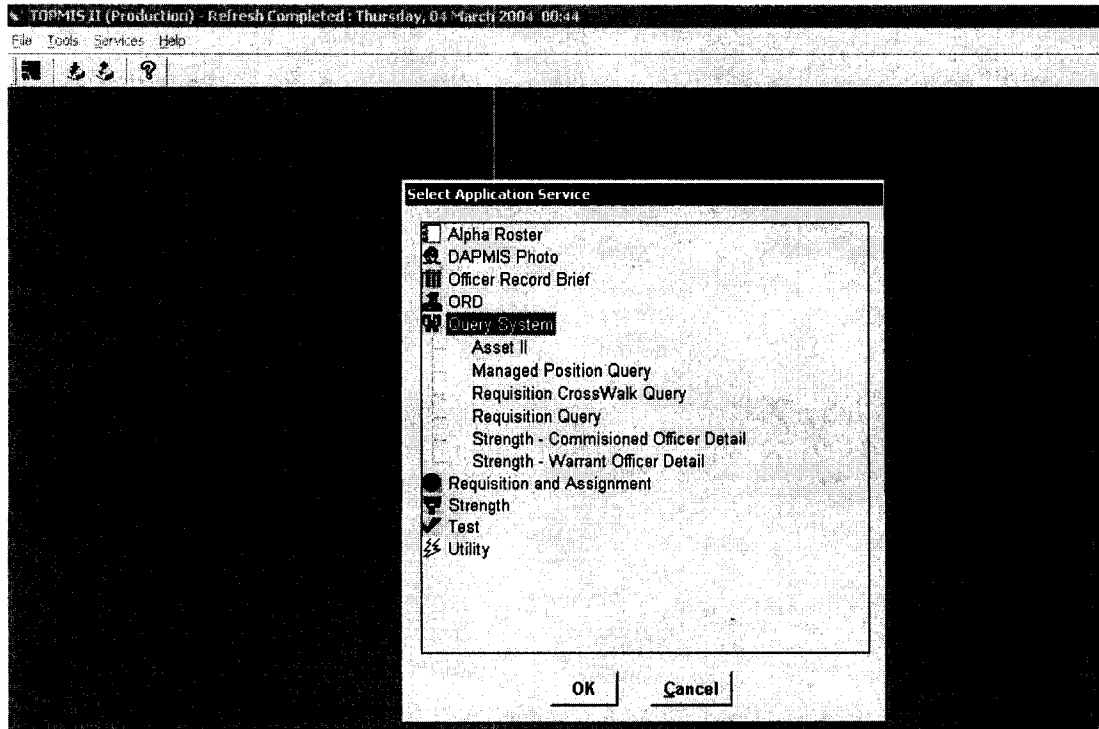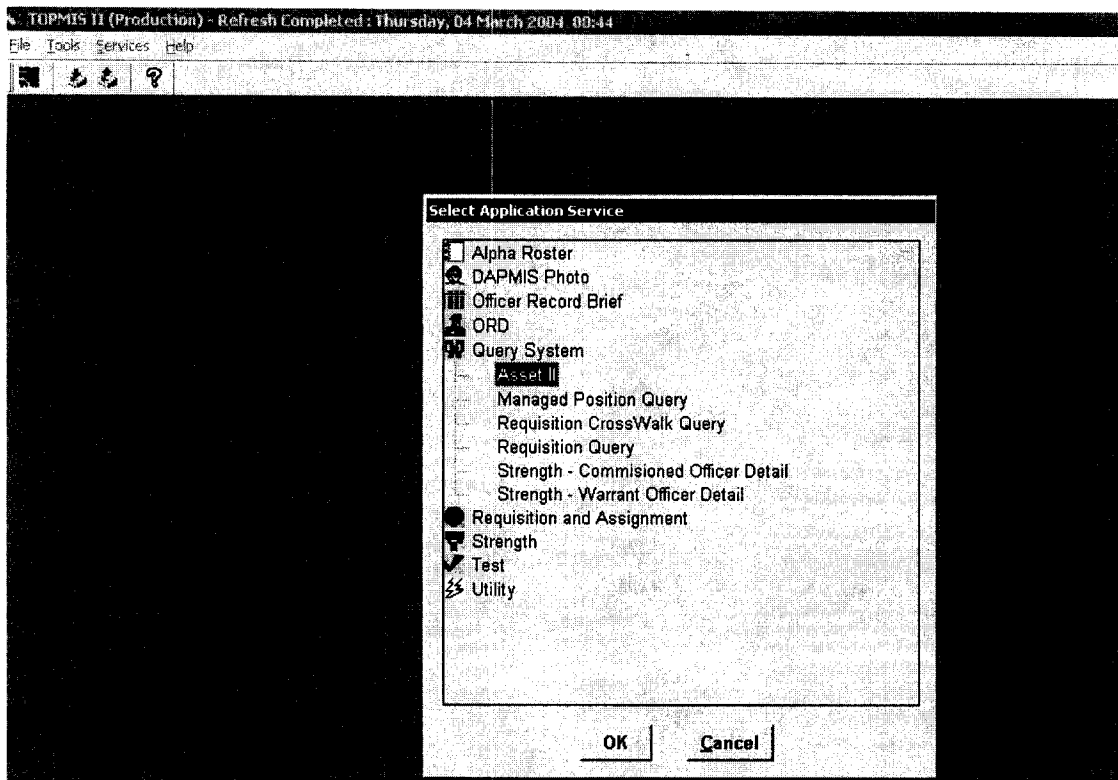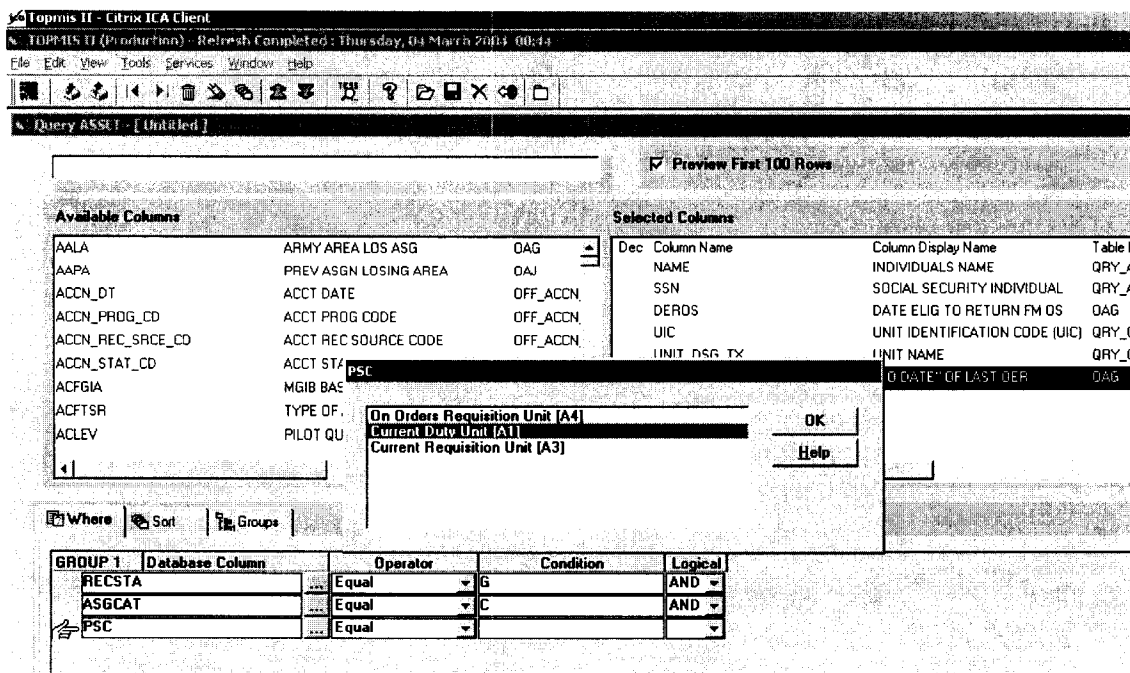Step 3: Click on Services and Select Apps

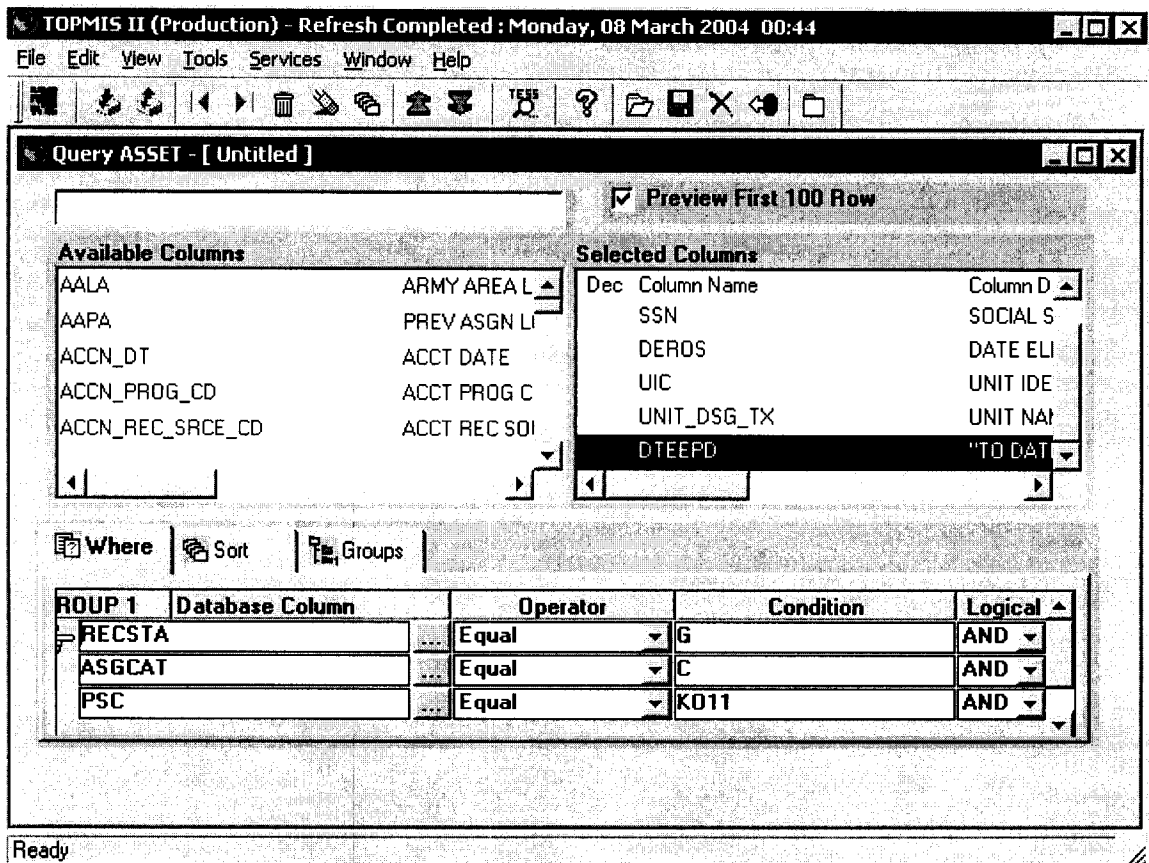Step 4: Click on Query System

Figure 1-2

File Tools Services Help

Select Application Service

- Alpha Roster
- DAPMIS Photo
- Officer Record Brief
- ORD
- Query System
  - Asset II
  - Managed Position Query
  - Requisition CrossWalk Query
  - Requisition Query
  - Strength - Commisioned Officer Detail
  - Strength - Warrant Officer Detail
- Requisition and Assignment
- Strength
- Test
- Utility

OK   Cancel

Step 5: Click on Asset II

Topmis II - Citrix ICA Client

TOPMIS II (Production) - Refresh Completed : Thursday, 04 March 2004 00:44

File Edit View Tools Services Window Help

Query ASSET - [Untitled]

☑ Preview First 100 Rows

Available Columns

AALA	ARMY AREA LOS ASG	OAG
AAPA	PREV ASGN LOSING AREA	OAJ
ACCN_DT	ACCT DATE	OFF_ACCN
ACCN_PROG_CD	ACCT PROG CODE	OFF_ACCN
ACCN_REC_SRCE_CD	ACCT REC SOURCE CODE	OFF_ACCN
ACCN_STAT_CD	ACCT ST/	
ACFGIA	MGIB BAS	
ACFTSR	TYPE OF	
ACLEV	PILOT QU	

PSC

On Orders Requisition Unit [A4]
Current Duty Unit [A1]
Current Requisition Unit [A3]

OK

Help

Selected Columns

Dec	Column Name	Column Display Name	Table I
	NAME	INDIVIDUALS NAME	QRY_A
	SSN	SOCIAL SECURITY INDIVIDUAL	QRY_A
	DEROS	DATE ELIG TO RETURN FM OS	OAG
	UIC	UNIT IDENTIFICATION CODE (UIC)	QRY_C
	UNIT_DSG_TX	UNIT NAME	QRY_C
		O DATE OF LAST OER	OAG

Where Sort Groups

GROUP 1	Database Column		Operator		Condition	Logical
	RECSTA	...	Equal	▾	G	AND ▾
	ASGCAT	...	Equal	▾	C	AND ▾
	PSC	...	Equal	▾		▾

Step 6: Select conditions of the query by typing name or clicking and dragging the field.
(Name, SSN, DEROS, UIC, UNIT_DSG,TX, DTEEPD, etc.) Always select (Current
Duty Unit A1)   Figure 1-3

TOPMIS II (Production) - Refresh Completed : Monday, 08 March 2004 00:44

File   Edit   View   Tools   Services   Window   Help

Query ASSET - [Untitled]

☑ **Preview First 100 Row**

Available Columns

AALA	ARMY AREA L
AAPA	PREV ASGN LI
ACCN_DT	ACCT DATE
ACCN_PROG_CD	ACCT PROG C
ACCN_REC_SRCE_CD	ACCT REC SOI

Selected Columns

Dec	Column Name	Column D
	SSN	SOCIAL S
	DEROS	DATE ELI
	UIC	UNIT IDE
	UNIT_DSG_TX	UNIT NAI
	DTEEPD	"TO DAT

Where   **Sort**   **Groups**

ROUP 1	Database Column		Operator	Condition	Logical
RECSTA		...	Equal ▾	G	AND ▾
ASGCAT		...	Equal ▾	C	AND ▾
PSC		...	Equal ▾	K011	AND ▾

Ready

Step 7: Select columns from the available columns option by typing in the field (RECSTA, ASGCAT, DTEEPD, PSC, etc.) Once field appears click on and drag. Once required fields are entered—Save query.
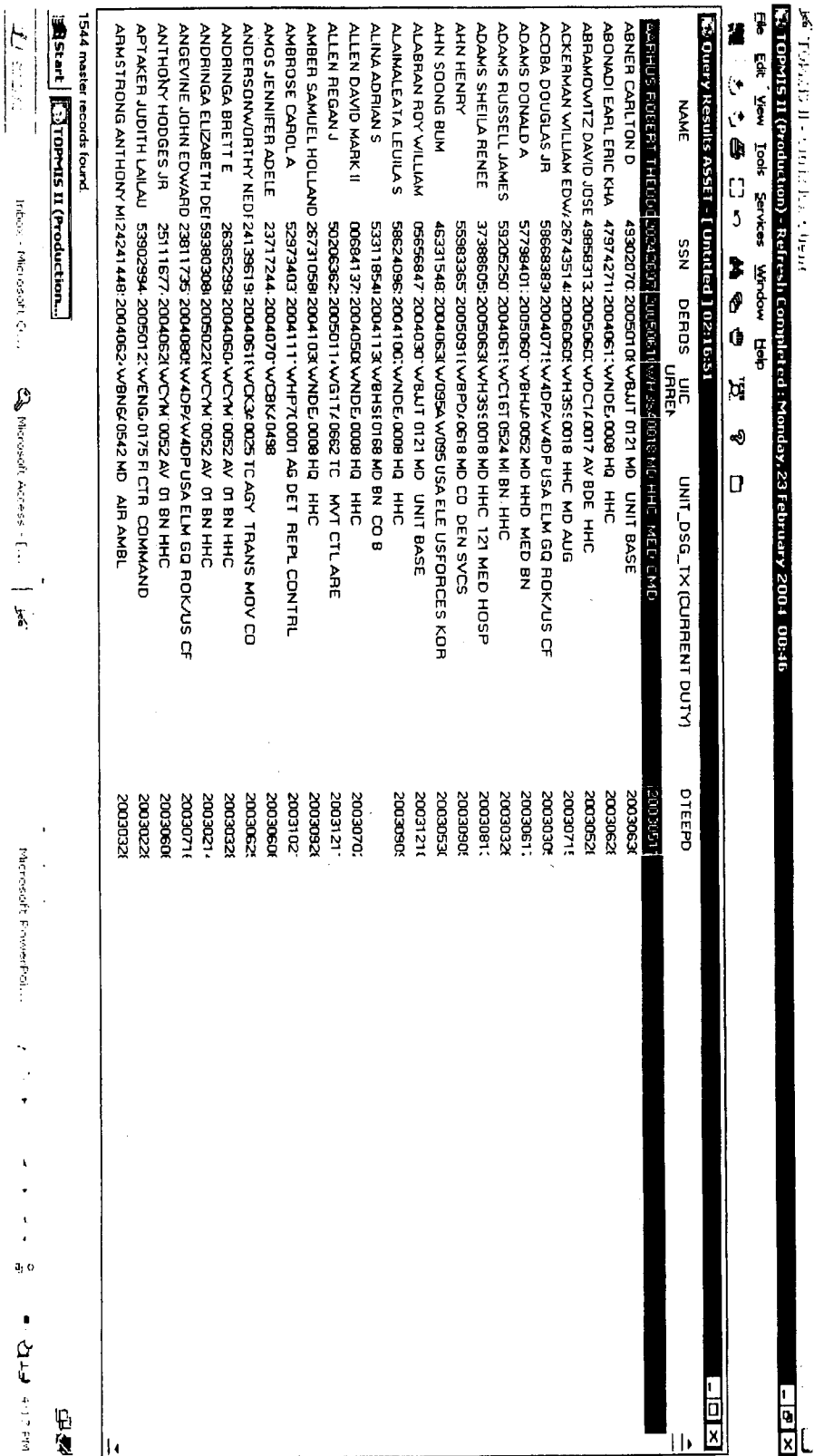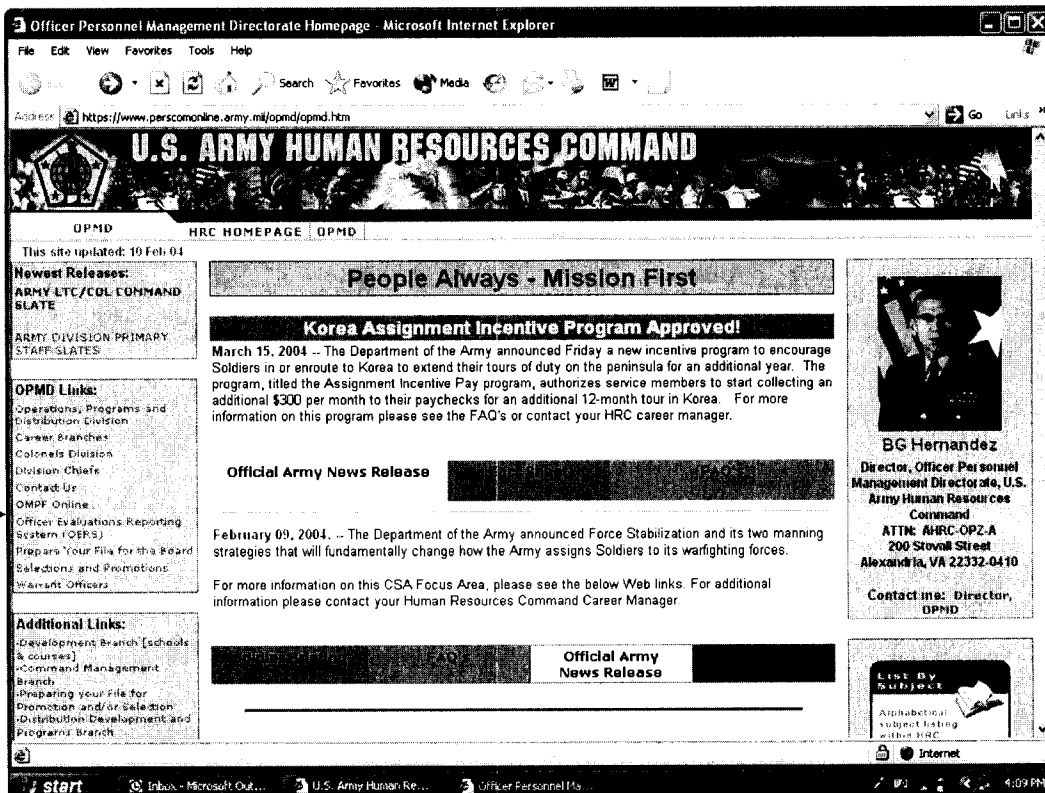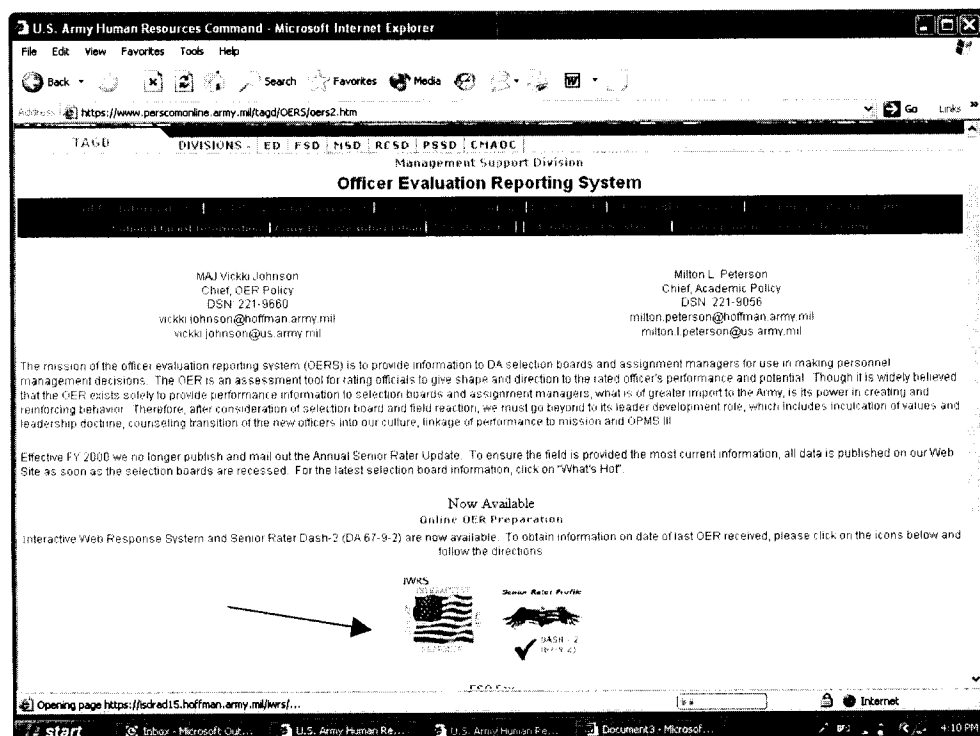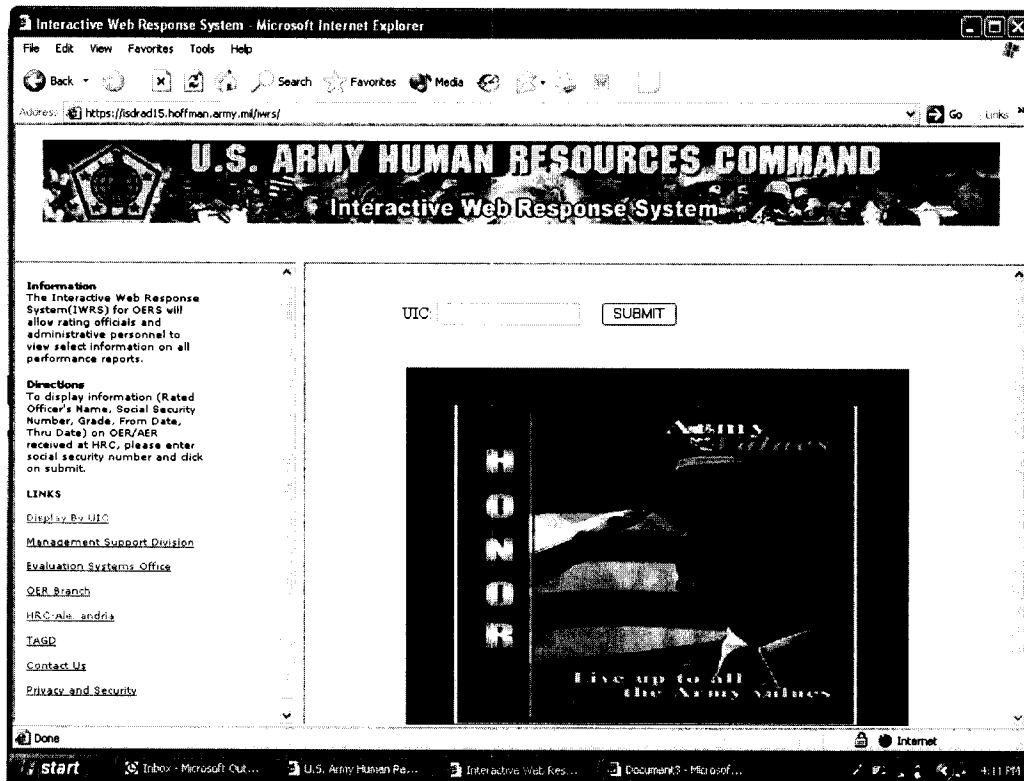
Figure 1-4

TOPMIS II (Production) - Refresh Completed : Monday, 23 February 2004 00:46

File Edit View Tools Services Window Help

Query Results ASSET - [Untitled] 02:16:51

NAME	SSN	DEROS	UIC CURREN	UNIT_DSG_TX (CURRENT DUTY)	DTEEPD
ABARHUS ROBERT THEODO	00243005	20050610	WH38400816	MD HHC MED CMD	20030651
ABNER CARLTON D	49302070	20050101	WBJJT 0121 MD UNIT BASE		20030630
ABONADI EARL ERIC KHA	47974277	20040611	WNDE.0008 HQ HHC		20030628
ABRAMOWITZ DAVID JOSE	49858313	20050600	WDCI4 0017 AV BDE HHC		20030520
ACKERMAN WILLIAM EDW/	26743514	20060600	WH39! 0018 HHC MD AUG		20030718
ACOBA DOUGLAS JR	58668383	20040711	W4DP/W4DP USA ELM GQ ROK/US CF		20030305
ADAMS DONALD A	57798401	20050600	WBHJ/ 0052 MD HHD MED BN		20030611
ADAMS RUSSELL JAMES	59205250	20040611	WC16T 0524 MI BN HHC		20030328
ADAMS SHEILA RENEE	37388605	20050630	WH39! 0018 MD HHC 121 MED HOSP		20030810
AHN HENRY	55983365	20050911	WBPD/ 0618 MD CO DEN SVCS		20030905
AHN SOONG BUM	46331548	20040630	W096A W095 USA ELE USFORCES KOR		20030530
ALABRAN ROY WILLIAM	05656847	20040300	WBJJT 0121 MD UNIT BASE		20031210
ALAIMALEATA LEUILA S	58624096	20041100	WNDE.0008 HQ HHC		20030905
ALINA ADRIAN S	53311854	20041130	WBHSt0168 MD BN CO B		
ALLEN DAVID MARK II	00684137	20040500	WNDE.0008 HQ HHC		20030705
ALLEN REGAN J	50206362	20050011	WG1T/ 0662 TC MVT CTL ARE		20031211
AMBER SAMUEL HOLLAND	26731058	20041030	WNDE.0008 HQ HHC		20030924
AMBROSE CAROL A	52973403	20041111	WHP7t0001 AG DET REPL CONTRL		20031021
AMOS JENNIFER ADELE	23717244	20040700	WCBK(0498		20030608
ANDERSONWORTHY NEDf	24139619	20040611	WCK3t0025 TC AGY TRANS MOV CO		20030625
ANDRINGA BRETT E	26365259	20040600	WCYM 0052 AV 01 BN HHC		20030328
ANDRINGA ELIZABETH DEf	59380308	20050221	WCYM 0052 AV 01 BN HHC		20030214
ANGEVINE JOHN EDWARD	23811735	20040800	W4DP/W4DP USA ELM GQ ROK/US CF		20030716
ANTHONY HODGES JR	25111677	20040621	WCYM 0052 AV 01 BN HHC		20030600
APTAKER JUDITH LAILAU	53902994	20050121	WENG.0175 FI CTR COMMAND		20030226
ARMSTRONG ANTHONY MI	24241448	20040620	WBNG/0542 MD AIR AMBL		20030328

1544 master records found.

Figure 1-5

Step1: Click on the following web address https://perscomonline.army.mil/opmd.htm
And select Officer Evaluations Reporting System (OERS)

Step 2: Click on IWRS

Figure 1-6

Step 3: Type in UIC and click on submit

Step 4: Complete

Figure 1-7

OER SUSPENSE ROSTER

Rank	NAME	SSN	UNIT	LAST EVAL	DEROS	TO PSD	TO HRC	REMARKS

Figure 2

TRANSMITTAL RECORD	1. SECURITY CLASSIFICATION	2. SHIPMENT NO.
For use of this form, see AR 25-50; the proponent agency is DCSPER	UNCLASSIFIED	

3. TITLE/FILE IDENTIFICATION	4. AS OF DATE *(YYYYMMDD)*	5. SHIPMENT DATE *(YYYYMMDD)*
	2004/02/21	2004/02/21

6. AUTHORITY FOR SHIPMENT	7. NUMBER OF RECORDS TRANSMITTED
AR 600-205	4

8. PERSON TO CONTACT *(Name and telephone)*	9. REQUIREMENT CONTROL SYMBOL *(AR 335-15)*
THOMAS, JOHN, SSG	

10. SHIPPED FROM	11. SHIPPED TO
COMMANDER J DET, 516TH PSB ATTN: EVALUATION SECTION APO AP 96205	COMMANDER USAEREC ATTN: PCRE-RE 8899 E. 56TH STREET INDIANAPOLIS, IN 46249-5301 ☐ RETURN RECEIPT REQUESTED *(When box is checked, sign below and return copy to sender.)*

10a. TYPED NAME AND TITLE OF SENDER	11a. TYPED NAME AND TITLE OF RECEIVER
THOMAS, JOHN, SSG	

10b. SIGNATURE OF SENDER	11b. SIGNATURE OF RECEIVER AND DATE

12. TYPE OF MEDIA TRANSMITTED

HARD COPY		PUNCHED CARDS		CASSETTES		
MICROFILM		PHOTO		FICHE		

13. NUMBER OF BOXES *(Packages)*	14. NUMBER OF ITEMS

15. METHOD OF SHIPMENT

COURIER		FIRST CLASS		PARCEL POST		
EXPRESS MAIL		REGISTERED				

16. SPECIAL INSTRUCTIONS

SFC HEATH, KURT/SSN/COR/0305-0312
SGT JONES, MATTHEW/SSN/COR/0307-0312
SFC SMITH, LEONARD/SSN/COR/0304-0312
SGT SNYDER, ROBERT/SSN/0308-0312

17. TYPE COMPONENT USED *(For magnetically recorded data)*

18. REMARKS

DA FORM 200, SEP 1998   PREVIOUS EDITIONS ARE OBSOLETE   USAPA V1.00

Figure 3

U.S. ARMY HUMAN RESOURCES COMMAND
Interactive Web Response System

SSN: [SUBMIT]

Figure 4

OFFICER EVALUATION REPORT
For use of this form, see AR 623-105; the proponent agency is ODCSPER

PART I - ADMINISTRATIVE DATA

a. NAME (Last, First, Middle Initial)	b. SSN	c. RANK	d. DATE OF RANK	e. BRANCH	f. DESIGNATED SPECIALTIES / PMOS AOC
			Year Month Day		

g. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND						h. REASON FOR SUBMISSION		

i. PERIOD COVERED						j. RATED MONTHS	k. NONRATED CODES	l. NO. OF ENCL	m. RATED OFFICER COPY (Check one and date)		n. PSB INITIAL	o. CMD CODE	p. PSB CODE
FROM			THRU						1. Given to Officer	Date			
Year	Month	Day	Year	Month	Day				2. Forwarded to Officer		*HHT*		

PART II - AUTHENTICATION (Rated officer's signature verifies officer has seen completed OER Parts I-VII and the admin data is correct)

a. NAME OF RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE	DATE
b. NAME OF INTERMEDIATE RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE	DATE
c. NAME OF SENIOR RATER (Last, First, MI)	SSN	RANK	POSITION	SIGNATURE	DATE

SENIOR RATER'S ORGANIZATION	BRANCH	SENIOR RATER TELEPHONE NUMBER	E-MAIL ADDRESS

d. This is a referred report, do you wish to make comments?
☐ ☐ Yes, comments are attached   ☐ No

e. SIGNATURE OF RATED OFFICER	DATE

PART III - DUTY DESCRIPTION

a. PRINCIPAL DUTY TITLE

b. POSITION AOC/BR

c. SIGNIFICANT DUTIES AND RESPONSIBILITIES. REFER TO PART IVa, DA FORM 67-9-1

PART IV - PERFORMANCE EVALUATION - PROFESSIONALISM (Rater)

CHARACTER Disposition of the leader: combination of values, attributes, and skills affecting leader actions

a. ARMY VALUES (Comments mandatory for all "NO" entries. Use PART Vb.)

	Yes	No		Yes	No
1. HONOR: Adherence to the Army's publicly declared code of values			5. RESPECT: Promotes dignity, consideration, fairness, & EO		
2. INTEGRITY: Possesses high personal moral standards; honest in word and deed			6. SELFLESS-SERVICE: Places Army priorities before self		
3. COURAGE: Manifests physical and moral bravery			7. DUTY: Fulfills professional, legal, and moral obligations		
4. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and the soldier					

b. LEADER ATTRIBUTES / SKILLS / ACTIONS: First, mark "YES" or "NO" for each block. Second, choose a total of six that best describe the rated officer. Select one from ATTRIBUTES, two from SKILLS (Competence), and three from ACTIONS (LEADERSHIP). Place an "X" in the appropriate numbered box with optional comments in PART Vb. Comments are mandatory in Part Vb for all "No" entries.

b.1. ATTRIBUTES (Select 1)
Fundamental qualities and characteristics

1. MENTAL	YES	NO	2. PHYSICAL	YES	NO	3. EMOTIONAL	YES	NO
Possesses desire, will, initiative, and discipline			Maintains appropriate level of physical fitness and military bearing			Displays self-control; calm under pressure		

b.2 SKILLS (Competence) (Select 2)
Skill development is part of self-development; prerequisite to action

1. CONCEPTUAL	YES	NO	2. INTERPERSONAL	YES	NO	3. TECHNICAL	YES	NO
Demonstrates sound judgment, critical/creative thinking, moral reasoning			Shows skill with people: coaching, teaching, counseling, motivating and empowering			Possesses the necessary expertise to accomplish all tasks and functions		
4. TACTICAL Demonstrates proficiency in required professional knowledge, judgment, and warfighting							YES	NO

b.3. ACTIONS (LEADERSHIP) (Select 3) Major activities leaders perform: influencing, operating, and improving

INFLUENCING
Method of reaching goals while operating / improving

1. COMMUNICATING	YES	NO	2. DECISION-MAKING	YES	NO	3. MOTIVATING	YES	NO
Displays good oral, written, and listening skills for individuals / groups			Employs sound judgment, logical reasoning and uses resources wisely			Inspires, motivates, and guides others toward mission accomplishment		

OPERATING
Short-term mission accomplishment

4. PLANNING	YES	NO	5. EXECUTING	YES	NO	6. ASSESSING	YES	NO
Develops detailed, executable plans that are feasible, acceptable and suitable			Shows tactical proficiency, meets mission standards, and takes care of people/resources			Uses after-action and evaluation tools to facilitate consistent improvement		

IMPROVING
Long-term improvement in the Army, its people and organizations

7. DEVELOPING	YES	NO	8. BUILDING	YES	NO	9. LEARNING	YES	NO
Invests adequate time and effort to develop individual subordinates as leaders			Spends time and resources improving teams, groups and units; fosters ethical climate			Seeks self-improvement and organizational growth; envisioning, adapting and leading change		

APFT: DATE: HEIGHT: WEIGHT:

d. JUNIOR OFFICER DEVELOPMENT - *MANDATORY YES OR NO ENTRY FOR RATERS OF LTs AND WO1s.*
WERE DEVELOPMENTAL TASKS RECORDED ON DA FORM 67-9-1a AND QUARTERLY FOLLOW-UP COUNSELINGS CONDUCTED?

☐ YES   ☐ NO   ☐ NA

DA FORM 67-9, OCT 97   REPLACES DA FORM 67-8, 1 SEP 79, WHICH IS OBSOLETE, 1 OCT 97   USAPA V2.00

Figure 5

DEPARTMENT OF THE ARMY
HEADQUARTERS, EIGHTH UNITED STATES ARMY
UNIT #15236
APO AP 96205-5236

REPLY TO
ATTENTION OF:

EAAG (623)   2 0 FEB 2002

MEMORANDUM FOR All Eighth United States Army Assigned Soldiers and Civilians

SUBJECT: Eighth United States Army Command Policy Letter #26 -- Evaluation Processing

1. References.

    a. AR 623-105, Officer Evaluation Reporting (OER) System.

    b. AR 623-205, Noncommissioned Officer Evaluation Reporting (NCOER) System.

    c. MILPER MSG 02-104, Implementation Instructions for Revised NCOER (DA Form 2166-8).

    d. MILPER MSG 00-031, Officer Evaluation Reporting System (DA Form 67-9, Completion of Part VIIB).

2. The Eighth United States Army's standard for processing evaluation reports is zero late reports. Our success in attaining a zero-late rate depends on commander involvement to ensure that every officer and NCO has a completed evaluation prior to the final outprocessing appointment.

3. In order to accomplish this, Officers and NCOs must take a completed and signed OER/NCOER to their final outprocessing appointment at the personnel service detachment.

4. When we fail to submit evaluations correctly or on time, we are placing our officers and NCOs at a disadvantage as they compete for professional opportunities. Our increased focus on timely evaluation processing will reduce the Eighth U.S. Army OER/NCOER late rates, and ensure we are tak........ and NCOs.

DANIEL R. ZANINI
Lieutenant General, USA
Commanding

Figure 6

	ETA 920 REPORT		
C16A0	ANDERSON CHRISTOPHER MICHAE		200105
BXLAA	GARCIA EDGAR W		200112
DKEA0	GREGG JAMES MERCUTIO		200201
NDEAA	BOPP JEFFREY LAWRENCE		200201
07P01	GRANO JOSEPH PAUL		200202
4XSAA	HESTER TOMMY EVERETTE		200203
CESA0	MENDEZ PAUL III		200204
CESA0	WALKER MICHAEL LAJUAN		200204
CEST0	MALDONADO EDWIN AUGUSTO		200205
46XAA	JOSEPH WILLIAM BLOCKSOM III		200206
4DPAA	ROBERTS COLLINS WEIN		200207
A5TAA	SHELTON ROBERT HANCOCK		200207
FRZAA	VERASTEGUI DANIEL MITCHELL		200208
HUGAA	HANSON TIMOTHY ARDELL		200208
DC1AA	COOK SHAWN ROBERT		200209
HN6AA	JOHNSON TONY LEE		200209
1FDAA	LOMAX YOLANDA JEAN		200210
A5TAA	WASHINGTON WILLIAM ISSAC JR		200210
BJJT0	HICKS VERNON WAYNE		200210
BW6AA	SCHMIEDER KENYON KENNETH		200210
EMEB0	MONG KRISTI ELLEN		200210
GHD99	JONES MICHAEL FREDERICK		200210
H3S99	JANECEK BRIAN JOSEPH		200210
H6A99	TREXLER MICHAEL ALAN		200210
H6AAA	CRESS MARINA MICHELLE		200210
HP6AA	WALTERS KEITH LYNN		200210
HP701	JAMES JUANITA L		200210
NDEAA	BARRETT WILLIAM EDWIN		200210
NDXX1	LEWIS QUINTON FRANKLIN		200210
NDXX1	NEALY ENNIS CHARLES THOMAS		200210
07PAA	FELIX JAMES ARTHUR		200211
095AA	KNIGHT JEREMY SAMMY		200211
1AB01	PITT CLEVELAND SR		200211
1ABAA	HARGE RONALD MICHAEL		200211

FIGURE 7-1

U.S. ARMY HUMAN RESOURCES COMM

921 (UIC)   PSBIS1 NCO-ER Online Reports   Contact Us   Back to Home
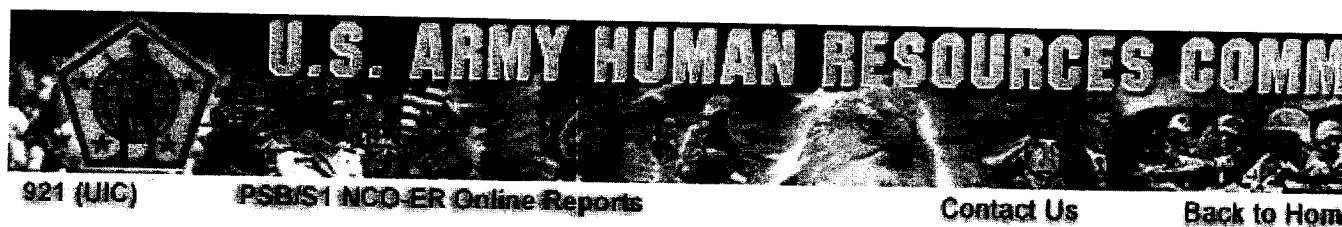
921 REPORT

UIC Code: W [_____]

[Retrieve 921 Report]   [Reset]

Privacy Notice   U.S. Government Computer System
                    This page was last updated 10 February 2004

FIGURE 7-2

C DET, 516TH PSB (KOH) DS 25

NAME	SSN	RANK	PERIOD	UNIT
HARGIS MARVEL		SSG	0301-0312/ANL	20TH SPT GP
KENNING DENNIS R		SSG	0301-0312/ANL	16TH MEDLOG BN
LOVELACE JOE J		SGT	0301-0312/ANL	307TH SIG BN
MIXON VICKIE L		SSG	0301-0312/ANL	4TH QM DET
SANCHEZ VICTOR M		SFC	0301-0312/ANL	20TH SPT GP

TOTAL: 5 NCOER

DIGITAL SENDER TRACKING SYSTEM FOR PSB

Figure 8

U.S. ARMY HUMAN RESOURCES COMMAND

Personnel Data Snapshot (IWRS)   Contact Us   Back to Home Page

Personnel Data Snapshot (IWRS)

This system will provide soldiers (E5 and above) with an online snapshot of their current personnel data. Information available: Current Photo on File, Board Information, NCO-ER Data, NCO-ER Appeal Data, Letters to BP, Acceptance Declination Actions and your DIEMS Date.

Please provide a Social Security Number.

SOCIAL SECURITY #	
	i.e. 123456789 (no dashes)

Submit Query ‖ Reset

Figure 9

NCO EVALUATION REPORT

For use of this form, see AR 623-205; the proponent agency is ODCSPER

PART I - ADMINISTRATIVE DATA

a. NAME *(Last, First, Middle Initial)*	b. SSN	c. RANK	d. DATE OF RANK	e. PMOSC

f. UNIT, ORG., STATION, ZIP CODE OR APO, MAJOR COMMAND

g. REASON FOR SUBMISSION

h. PERIOD COVERED		i. RATED MONTHS	j. NON-RATED CODES	k. NO. OF ENCL	l. RATED NCO COPY *(Check one and Date)*		m. PSC Initials	n. CMD CODE	o. PSB CODE
FROM	THRU					Date			
YYYY MM	YYYY MM				1. Given to NCO		*Off*		
					2. Forwarded to NCO				

PART II - AUTHENTICATION

a. NAME OF RATER *(Last, First, Middle Initial)*	SSN	SIGNATURE	
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT			DATE

b. NAME OF SENIOR RATER *(Last, First, Middle Initial)*	SSN	SIGNATURE	
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT			DATE

c. RATED NCO. I understand my signature does not constitute agreement or disagreement with the evaluations of the rater and senior rater. I further understand my signature verifies that the administrative data in Part I, the rating officials in Part II, the duty description to include the counseling dates in Part III, and the APFT and height/weight entries in Part IVc are correct. I have seen the report completed through Part V, except Parts IId and IIe. I am aware of the appeals process of AR 623-205.

SIGNATURE

DATE

d. NAME OF REVIEWER *(Last, First, Middle Initial)*	SSN	SIGNATURE	
RANK, PMOSC/BRANCH, ORGANIZATION, DUTY ASSIGNMENT			DATE

e. ☐ CONCUR WITH RATER AND SENIOR RATER EVALUATIONS   ☐ NONCONCUR WITH RATER AND/OR SENIOR RATER EVAL *(See attached comments)*

PART III - DUTY DESCRIPTION *(Rater)*

a. PRINCIPAL DUTY TITLE	b. DUTY MOSC

c. DAILY DUTIES AND SCOPE *(To include, as appropriate, people, equipment, facilities and dollars)*

d. AREAS OF SPECIAL EMPHASIS

e. APPOINTED DUTIES

f. COUNSELING DATES	INITIAL	LATER	LATER	LATER

PART IV - ARMY VALUES/ATTRIBUTES/SKILLS/ACTIONS *(Rater)*

a. ARMY VALUES. Check either "YES" or "NO". *Comments are mandatory for "No" entries; optional for "Yes" entries.)*

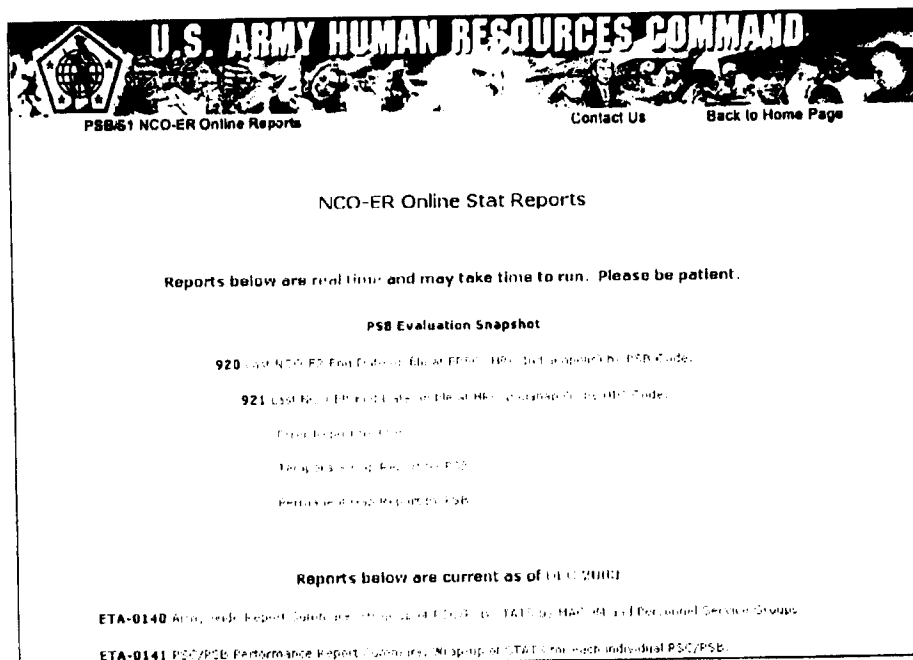|		YES	NO
V A L U E S	Loyalty Duty Respect Selfless-Service		
	1. LOYALTY: Bears true faith and allegiance to the U.S. Constitution, the Army, the unit, and other soldiers.		
	2. DUTY: Fulfills their obligations.		
	3. RESPECT/EO/EEO: Treats people as they should be treated.		
	4. SELFLESS-SERVICE: Puts the welfare of the nation, the Army, and subordinates before their own.		
	5. HONOR: Lives up to all the Army values.		
	6. INTEGRITY: Does what is right - legally and morally.		
	7. PERSONAL COURAGE: Faces fear, danger, or adversity (physical and moral).		
Honor Integrity Personal Courage	Bullet comments		

Figure 10

NCO-ER Online Stat Reports

Reports below are real time and may take time to run. Please be patient.

PSB Evaluation Snapshot

920 Last NCO-ER Processing Date at PERSCOM Not assigned by PSB Code.

921 Last NCO-ER Proc Date on file at HRC assigned by the PSB Code.

    Open Report by PSB

    Temp Processing Report by PSB

    Return to Unit Report by PSB

Reports below are current as of DEC 2006

ETA-0140 Army wide Report. Counts are composite of STATs by STATs by MACOM and Personnel Service Groups.

ETA-0141 PSC/PSB Performance Report. Counts are Makeup of STATs for each individual PSC/PSB.

Figure 11

STEP	PROCESSING AN OFFICER EVALUATION REPORT DA FORM 67-9
1	Log DA Form 67-9 into the Log Book.
2	Log DA Form 67-9 into the OER database.
	Part I Administrative Data
3	Part Ia and b. Self-explanatory. Name will be **capitalized**.
4	Part Ic. Check the Rank for an authorized abbreviation (e.g., CPT, LTC). If the rated officer has been selected for promotion and is serving in an authorized position for the grade to which he or she is to be promoted, a "P" will be listed next to his or her current grade (e.g., CPTP, LTCP).
5	Part Id. Check the date of rank for the 4-digit year format (i.e., 19980730), in which serving as of the"Thru " date of the report.
6	Part Ie. Check the basic branch abbreviation. For general officers (less AMEDD) enter GO.
7	Part If. Check the specialty codes which identify the commissioned officer's designated specialties - PMOS for Warrant Officers. General Officers will use OOB.
8	Part Ig. Self-explanatory
9	Part Ih. Check the code and reason for which the report is being submitted. These codes are located in AR 623-105, Table 3-3.
10	Part Ii. "From" date is the day following the last day ("Thru") in the preceding report (Use the Officer IWRS to verify this date). The" Thru" date is the date of the event that is the reason for the report except for change of duty and change of rater reports. The "Thru" date on change of duty and change of rater reports will be the day before the change. For rated officers signing out on transition leave, the "Thru " date will be the date prior to the date that transition leave begins. Use 4-digit year format (i.e., 19971015)
11	Part Ij. Check the number of rated months.
12	Part Ik. Check the code(s), which apply for rated officer's nonrated time. These codes are located in AR 623-105, Table 3-4.
13	Part Il. Indicate the total number of enclosures. If there are no enclosures enter "0".
14	Part Im. Place an "X" in the box indicating disposition of rated officer's copy of the report.
15	Part In. The Officer Records NCO will enter his or her initials in this box after the OER is is reviewed for completeness and ready to be submitted to HQDA.
16	Part Io. Check the code for the rated officer's MACOM. (See Table 3-5)
17	Part Ip. Check the four character alphanumeric PSD code of the rated officer's servicing PSD; or for ARNG officers, two digit STATE eMILPO CODE.
	Part II Authentication
18	Part II is completed by entering the names, SSNs, ranks, and positions of the rating officials. The senior rater's organization, telephone number and email address will also be entered
19	All grade entries will be the current (as of the "Thru " date) grades with a "P" added, only if he or she is in an authorized position for the grade to which he or she is to be promoted. Rating officials who have been frocked to a higher grade and are serving in an authorized position for which he or she has been frocked will enter the frocked grade.
20	For rating officials who are members of other services, in addition to their rank, enter their branch of service (i.e., USN, USAF, USMC) in the "Branch" block in Part IIc. For example, a US Navy Captain would be entered as CAPT in the rank block and USN in the branch block. For civil service senior raters, enter the pay grade, GS-(13-16). For members of the Senior Executive Service, "SES" will be entered in lieu of a grade.
21	If the rated officer is unavailable, unable, or fails to sign the DA Form 67-9 for any reason, the senior rater will either resolve the problem or explain why in DA Form 67-9, Part VIIc. The report will not be delayed because it lacks the rated officer's signature. However, if the report is adverse or contains derogatory information concerning the rated officer and the rated officer has not signed the report, the report must be referred to the rated officer.
22	Check the signature dates. The OER may be signed and dated by each individual in the rating chain up to 14 days prior to the "thru" date of the report. The following rules apply: (a) The senior rater's signature and date cannot be prior to that of the rater's or intermediate rater's. (b) The rated officer may not sign or date the report prior to the rater, intermediate rater, or senior rater.
23	The senior rater will also provide their complete unit mailing address, duty telephone number, and AKO e-mail address.

Figure 12-1

	Part III, Duty Description
24	**Part IIIa and b.** Check the principal duty title and AOC/MOS to identify the rated officer's position. Part IIIb will contain, as a minimum, the first five characters of the position requirements code; seven characters if an additional skill identifier (ASI) is needed; or nine characters if a language identification is required.
25	**Part IIIc.** Briefly review the duty description. As a minimum, the description will include principal duties and significant additional duties. When a warrant officer is serving in a commissioned officer position, cite in Part IIIe the approval authority from HQDA, (AR 611-112, para 1-7e). When an officer is serving under dual supervision, the statement "Officer serving under dual supervision " will be entered as the first line of the duty description. The duty description will be jointly developed by the supervisors in each chain of command.
	Part IV, Performance Evaluation
26	**Part IVa.** Army Values. Ensure the rater has checked either a "yes" or "no" in the values blocks. Mandatory comments are required for all "no" entries.
27	**Part IVb.** Leader attributes/skills/actions. Ensure the rater has placed an "x" in either the "yes" or "no" box for each attribute/skill/action. Comments are mandatory for any "no" entries. The rater must choose one attribute from Part IVb.1, two skills from Part IVb.2, and three actions from Part IVb.3 that best describe the rated officer's strengths by placing an "x" in the numbered box.
	Part IVc, Height Weight/APFT
28	Check to ensure the word in the space after the word **"PASS"** or **"FAIL"** has been entered after the word **"APFT"** and in the space after the word **"date"**, ensure there is a month and **4-digit year of the APFT result** entered; or **"PROFILE"** and the month and **4-digit year** the profile was awarded. These entries will reflect the officer's status on the date of the most recent APFT administered by the unit as of the thru date of the report. Sample entries are; " **PASS JAN 1998", "FAIL FEB 1998", or"PROFILE MAR 2000"**. APFT numerical scores will not be entered.
29	The rater will explain an **APFT entry of "FAIL"**. Comments on "FAIL" entries will address reasons for failure and note any progress toward meeting physical fitness standards (AR 350-41). Comments on "PROFILE" entries will be made only if the rated officer's ability to perform his/her assigned duties is affected. Provide comments in Part Vb
30	If the **APFT has not been taken within 12 months** of the thru date of the report the APFT data entry will be left blank. The rater will explain the absence of an APFT entry in Part Vb
31	An APFT entry is not required for pregnant officers who are exempt from the APFT in accordance with AR 40-501. For pregnant officers who have not taken the APFT within the last 12 months due to pregnancy, convalescent leave and temporary profile, the rater will enter the following statement in Part Vb: **"Exempt from APFT requirement IAW AR 40-501"**
32	Ensure height and weight figures have been entered. An entry of "YES" or "NO" will be placed in the space next to the weight to indicate compliance or noncompliance with AR 600-9. Sample entries are: **"HEIGHT: 72 WEIGHT: 180 YES", "HEIGHT: 71 WEIGHT: 225 NO", or"HEIGHT: 73 WEIGHT: 215 YES"**.
33	The rater will comment on a **"NO" entry**, indicating noncompliance with the standards of AR 600-9 in Part Vb. These comments should indicate the reason for noncompliance; medical conditions may be cited for noncompliance, however, the " NO" entry is still required because medical waivers to weight control standards are not permitted for evaluation report purposes. The progress or lack of progress in weight control programs should be indicated
34	For **pregnant officers**, the entire entry is left blank. The rater will enter the following statement in Part Vb: "Exempt from weight control standards of AR 600-9".
	Part IVd Junior Officer Developmental Support Form
35	If the rated officer rates any LTs/WO1s, there will be an "X" either in the "Yes" or "No" box to indicate compliance with the requirements of the JODSF (DA Form 67-9-1a). If the rater does not rate any LTs/WO1s, there will be an "X" in the "NA" box. **(see MILPER message 99-113)** Comments are mandatory for a "NO" entry and are written in Part Vb.
	Part V, Performance and Potential Evaluation
36	**Part Va.** Check for an "X" in the appropriate box. The "Other" box in Part Va is for cases that do not fit the promotion recommendations that are given. For example, this box may be used for warrant officers in grade CW5. The rater may use the "Other " box for colonels (0-6) if he or she wishes to recommend retention on active duty without advocating promotion to brigadier general. The "Other" box may also be used for those reports made according to AR 623-105, paragraph 3-45, if the rater decides it is appropriate.
37	**Part Vb.** Briefly review the comments; ensure the rater comments on specific aspects of performance and potential. These comments are mandatory. Comments should be specific and address, as appropriate, the officer's potential for promotion, military and civilian schooling, specific assignment (both in terms of level of organization and level of responsibility), and command. Potential and promotion comments may be separated from the main paragraph.

Figure 12-2

38	Part Vc. Completion of this block is mandatory for CPT through LTC.
	Part VI, Intermediate Rater (if applicable)
39	This section is for the intermediate rater's evaluation of performance and potential, if applicable. This is the only part of the report that is completed by the intermediate rater.
40	Narrative comments by the intermediate rater are mandatory. Simply stating concurrence with the rater's evaluation does not fulfill the intent of this paragraph. If the intermediate rater has not been in the position the minimum number of days necessary to evaluate the rated officer, he or she will enter the following statement: "I am unable to evaluate the rated officer because I have not been (his or her) intermediate rater for the required number of days. "
41	If the intermediate rater performs the functions of the rater, as authorized in paragraph 2-20b, he or she will complete the rater's parts of the form. In this case, Part VI will only cite the authority and reasons for assuming the rater's responsibilities.
	Part VII, Senior Rater
42	Part VIIa. Check for an "X" in the appropriate box. Comments in Part VIIc are mandatory for boxes checked "Do Not Promote " or "Other". The "Other" box is for cases that do not fit the promotion recommendations that are given. For example, this box may be used for warrant officers in grade CW5. It may also be used for Colonels (O-6), if the senior rater wishes to recommend retention on active duty without advocating promotion to brigadier general and for reports made according to paragraph 3-45, if appropriate. Ensure the total number of officers the senior rater rates, in that grade, is listed. Also, ensure the appropriate box is checked concerning receipt of the DA Form 67-9-1.
43	Part VIIb. Check for an "X" in one of the 4 boxes.
44	(b) Part VIIb will not be completed on General Officers. For General Officers, an HQDA electronically generated Label which states "General Officer" will be placed over the boxes in Part VIIb.
45	Part VIIc. Ensure comments (in paragraph format) are entered into this block by the senior rater. Anything unusual about the report will also be noted here (e.g., APFT and height and weight data or explanatory comments if not included; the inability or refusal of the rated officer to complete a DA Form 67-9-1; lack of rated officer's signature; signatures are out of sequence on the report; changes in an evaluation resulting from rated officer comments; multiple referrals to the rated officer; etc.). If the senior rater's evaluation is based on infrequent observation of the rated officer, this fact may be noted. Senior raters may also comment on the fact the rated officer is in a rating population that includes three or less officers. The senior rater may not comment on or make reference to the actual placement of the box check in Part VIIb. If the senior rater has not been in the position the minimum number of days necessary to render a report, he or she will enter the following statement: "I am unable to evaluate the rated officer because I have not been (his or her) senior rater for the required number of days".
46	Part VIId. (Completion of this block is mandatory) Ensure three future assignments, focusing on the next 3-5 years for which the rated officer is best suited, are listed. Senior rater's must also enter a recommended career field for all Army competitive category CPTs through LTCs.
47	Senior rater serving as rater. In those cases where the senior rater is also serving as the rater, he or she will complete the rater's portion of the report. However, comments in Part Vb are optional, but this block must be used to cite the authority for the rating official to act as both rater and senior rater. (Appropriate comments include "Serving as rater and senior rater in accordance with AR 623-105, para 2-20 " or "Serving as rater and senior rater in accordance with AR 623-105, para 2-21" or "Serving as rater and senior rater IAW Cdr PERSCOM exception to policy dated ___. ") The senior rater must complete all blocks in Part VII. Comments in Part VIIc are mandatory. The senior rater will sign the report in both the senior rater's and the rater's signature blocks.
	Forward OER to Section NCOIC
48	Annotate any needed corrections using an OER memo and / or sticky notes.
49	Prepare an OER Memo stating the return of the OER and when it is due to HRC for the Unit.
50	Forward the OER to Section NCOIC.
	Section NCOIC Actions
51	Perform an OER review.
52	Annotate any needed corrections on OER. (If corrections needed, return to OER clerk for forwarding back to unit. (see returning to unit)
53	If no corrections are needed, annotate PSD initials in Part In and dates if required and obtain the NCOIC, Personnel Evaluations and Information signature on OER Memo.
	Returning OER back to unit
54	Annotate the OER database with either processed or returned for corrections.
55	If no corrections are needed, make one copy of the OER and memo for PSD files and distribute the original OER to unit (senior rater) for mailing.

Figure 12-3

PROCESSING A NONCOMMISSIONED OFFICER EVALUATION REPORT
DA Form 2166-8

AN NCOER HAS FIVE PARTS. ONCE AN EVALUATION IS SUBMITTED TO THE PSD FROM THE UNIT S-1, THE NCOER CLERK COMPLETES INITIAL SCREENING OF THE REPORT BY REVIEWING THE FOLLOWING:

STEP	Part I - Administrative Data
	Part I - Administrative Data
1	a. NAME: Entry should be in Last name, first, MI format and MUST be entered in all capital letters.
2	b. SSN Check to make sure it is listed (with dashes)
3	c. RANK (capital letters): Ensure there is a three-letter abbreviation for the NCO's military rank, not pay grade (i.e., SSG, SFC, MSG, SGM).
4	d. DATE OF RANK: Check for a six-digit date of rank in the year-month-day (yymmdd) sequence (e.g., 990802).
5	e. PMOSC: Enter PMOS Code in five, seven or nine digits.
6	f. UNIT, ORGANIZATION, STATION, ZIP CODE OR APO AND MAJOR COMMAND. Check the rated NCO's unit, organization, station, zip code or APO and major command in that order. The term "EUSA" will not be used to refer to the Eighth United States Army. All references will read either "Eight United States Army", "Eighth U.S. Army", "Eighth Army", or "8th Army."
7	g. REASON FOR SUBMISSION: Check the report code in the left-hand portion of the block and the type of the report title in the right-hand portion of the block. **Example:** 2 = Annual, 3 = Change of Rater, 4 = Complete the Record, 5 = Relief for Cause, 7 = 60-Day Rater Option, 8 = Senior Rater Option
8	h. FROM Date: The format should be four-digit numerical identifiers for year and two-digit numerical identifiers for month. The beginning month is always the month following the ending month of the last report. Use IWRS to determine the last report end date.
9	h. THRU Date: The format should be four-digit numerical identifiers for year and two digit numerical identifiers for month.
10	i. RATED MONTHS AND NONRATED CODES: Determine the beginning month, which is always the month following the ending month of the last report (except for an NCO's first report). Identify the ending month, which is the month of the event that generates the report regardless of when the event occurs during that month. The total number of months should be entered in block i. Any non-rated months should have a code justifying the non-rated period in block j. These codes can be found in Table 3-3 of AR 623-205. Remember 15 or more days equals a rated month.
11	k. ENCL: Make sure that any enclosures are attached and forwarded with the completed NCO-ER. There are only three authorized enclosures to an NCOER. They are: 1) Reviewer's letter of nonconcurrence; 2) Letter directing a relief for cause initiated by other than the rater or senior rater; or 3) Letter authorizing a relief for cause for a period of less than 30 days.
12	l. RATED NCO COPY: Sections l. and m. should only be filled out after the clerk has determined there are no errors on the entire report and has accepted the NCOER to continue processing. Once the Clerk has finished screening the rest of the report, the NCOER Clerk will come back to and check the appropriate block in section l., put a date on the report, and place his or her initials in the PSD initials block.
13	n & o. CMD and PSD Codes: Ensure the proper CMD code is entered according to the Major command. **Example:** 8th Army = P8, NETCOM = G6, FORSCOM = FC, DOD = DF. USASOC = SP. The PSD Code for C Det, 516th PSD is KQ11 not K011
	Part II - Authentication
14	Ensure this block contains the rater's, senior rater's, and reviewer's identification.
15	Make sure that the entire rating chain and the rated NCO have all signed the NCOER.
16	Ensure the Reviewer has checked either concur or non-concur to section e.
	Part III Duty Description
17	a. PRINCIPAL DUTY TITLE: Check principal duty title. Can be only one!
18	b. DUTY MOSC: Check DMOS. Five character minimum. Seven if an ASI is required, and nine if a language code is required.
19	c. DAILY DUTIES AND SCOPE. This should be a series of phrases, starting with action words and separated by semicolons. This portion should address the most important routine duties and responsibilities and should end with a period.

Figure 13-1

20	d. AREAS OF SPECIAL EMPHASIS: This must be a list of tasks/duties separated by semicolons. It should include the most important items that applied at any time during the retain period. The last line of this block is reserved for the ako email addresses of all three rating officials. **Example:** Rater: keith.laury@; S/R: melanie.l.lesick@; Rev: donald.e.howell@
21	e. APPOINTED DUTIES: Appointed duties represent significant additional demands upon the NCO's time. Thus, they are duties, which are not normally associated with the duty position, such as appointment as Reenlistment NCO, Equal Opportunity Leader, and Master Fitness Trainer. When there is more than one appointed duty, they are separated with semicolons.
22	f. COUNSELING DATES. The initial and later counseling dates should be within the rating period of the report. If they are not present the Senior Rater must enter a statement in Part Ve explaining why the counseling was not accomplished. Counseling dates will be entered as yymmdd (i.e. 011222).
	Part IV Army Values /Attributes/Skills/Actions
23	The rater will answer each question in Part IV by placing a handwritten or typed "X" in either the YES or NO box. Bullet comments are used to explain any area where the rated NCO is particularly strong or needs improvement. Bullet comments are mandatory for NO ratings and must give a clear description of why the value/responsibility was rated "NO." **Example:** "*soldier received two DUIs during rating period*" instead of "*soldier's conduct was unbecoming*".
24	Part IV (Backside) Make sure the THRU date is entered at the top of page 2 in the same four-digit format as the THRU date on the front of the form. For example, November 2001 will be entered as 2001 11. No dash is necessary between the year and month but a space is required. Also, ensure the soldier's AKO email address is listed after the name.
25	VALUES/NCO RESPONSIBILITIES: On the left, each responsibility is listed and highlighted by trigger words. For each responsibility, the rater should have placed an 'X' (may be handwritten or typewritten) in one of the four boxes: **Excellence, Success, Needs Improvement (Some), and Needs Improvement (Much).** Any blocks checked with either Excellence or Needs Improvement ratings, require mandatory bullets. Success ratings do not require mandatory bullet comments. **The bullet comments have to begin with a small letter "o", they cannot be more than two lines in length, and must be aligned properly and consistently throughout the NCOER.** It does not matter whether the first letter is capitalized or if the bullet ends with a period, as long as the format is consistent throughout the NCOER.
26	APFT Data: Ensure one of the following APFT entries is present: "PASS" or "FAIL" and the year and month of the APFT results, or "PROFILE" and year and month the profile was awarded. Example: PASS 0109. These entries will reflect the NCO's status on the date of the most recent APFT administered by the unit within the 12-month period prior to the last rated day of supervision.
27	HEIGHT/WEIGHT: The height/weight should be entered followed by either a "YES" OR "NO" indicating whether the rated NCO is within the Army Height/Weight standards. **Example: 71/180 YES**
	Part V - Overall Performance and Potential
28	a. OVERALL POTENTIAL: Ensure that the rater places a handwritten or typed "X" in one of the boxes in section a. to indicate the rated NCO's overall potential.
29	b. POSITIONS THE RATED NCO COULD BEST SERVE THE ARMY: The rater should have listed up to three (at least two) different future duty positions in which the rated NCO could best serve the Army at the current or next higher grade.
30	Parts V c&d - Check that the senior rater placed a handwritten or typed "X" in each of these sections to indicate the rated NCO's overall performance/potential. These blocks have to support the Rater's assessment of overall potential in section a., and have to be supported by bullet comments in section e. (Senior Rater Bullet Comments).

Figure 13-2

31	SENIOR RATER BULLET COMMENTS: Senior rater bullet comments are mandatory unless they do not meet the minimum 60-day Senior Rater Qualification. When the Senior Rater does not meet minimum time requirements for evaluation of the rated NCO, he or she will enter the following statement in part Ve: "Senior rater does not meet minimum qualifications" and part Vc and Vd will not be completed. Otherwise, Senior rater bullet comments must be clear, concise and should reflect the senior rater's recommendation to promote the NCO "now", "ahead of" or "with peers", or to "not promote." The Senior Rater must address marginal ratings given by the rater and fair, or poor ratings in Part V. It's important to have bullets that correspond to the box checks in Vc.
	Initial Screening Complete
32	Once an NCOER has made it through the initial screening, the Clerk will sign for it on the DA Form 200 (provided by the unit S-1). The clerk will make a copy of the DA Form 200, and file it in the DA Form 200 file folder. The original is returned to the unit S1.
33	The NCOERS Clerk will then log that report in both the Manual and Electronic NCOERs TRACKING LOG and submit the report to the NCOERS NCOIC for review.
	NCOIC AND CHIEF'S REVIEW
34	Once the NCOIC has reviewed the NCOER and discovered no errors, forward the NCOER to the Chief of Personnel Operations for review. Note: If any errors are discovered, the NCOIC will return the NCOER to the Clerk in order to contact the unit to get the unit S-1 to fix the error.
35	Reports that have been reviewed by the Chief and determined to be error-free are immediately batched in groups of no more than 24 and prepared to be digitally submitted to EREC.
36	Once a batch of NCOERS is digitally sent to EREC, log on to both the EREC IWRS and PSD Snapshot Websites daily to check to see if the NCOERS have posted.
37	Once an NCOER has posted to both the IWRS and PSD Snapshot, make a note of it on the Electronic NCOERS Tracking Log.
38	Make copies of NCOERs that have been digitally submitted and that have posted on EREC and prepare DA Form 200s to forward to the rated NCO through their unit S-1.

Figure 13-3